

## **STUDENT ATTENDANCE**

### **ATTENDANCE POLICY (Board Policy 430 Series)**

Schools are required by State Statute (118.15) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of parents/guardians and the students. Adult students (18 years of age and older) must follow the same attendance rules as other students and may sign their own notes **ONLY** after a parental note is received in the office releasing the parent/guardian from his/her responsibility.

The following reasons are considered **JUSTIFIED EXCUSED ABSENCES** and the students will be permitted to make up missed work:

- Student illness
- Serious illness or death in the immediate family
- Medical emergency
- Religious holidays
- Others approved by the Administration

School field trips and co-curricular activities will occasionally cause a student to miss class. These absences will not be considered as missing school. However, all work missed must be made up.

The following reasons are considered **UNEXCUSED ABSENCES**:

- **TRUANCY** – (including skipping an individual class), leaving the closed-campus school any time during the day (including lunch time) without prior office approval, oversleeping, shopping trips even though sanctioned by parents, concert attendance, hair appointments, runaways, car problems, baby-sitting, or others not approved by the administration. Teachers are not required to allow students to make up work missed due to an unexcused absence.
- **EXCESSIVE EXCUSED ABSENCES** – For the purpose of this section, excessive excused absences shall mean a student who is absent from school for part or all of 10 or more days on which school is held during a school year. A written statement from a doctor **MAY** be required in situations where a pattern of excessive excused absences from school has occurred. Absences not accounted for in this manner will be considered unexcused.
- **TARDINESS** - Tardiness is defined as not being in the classroom at the end of the bell tone. Disciplinary consequences will begin with the classroom teacher.

### **HABITUAL TRUANCY**

Consistent and persistent willful violation of the school attendance policies will result in appropriate disciplinary action and legal referral for habitual truancy, which is defined as missing “part or all of 5 or more days per semester.” The law provides dispositions to the court including: fines up to \$500; suspension of driver’s license; an order for the student to participate in counseling, community service, or a supervised work program; loss of work permit, or to remain home except for religious worship or school programs.

### **ATTENDANCE PROCEDURES (S.118.16)**

- Students are expected to attend all their classes and remain in the high school building from 7:26 a.m. until 2:34 p.m.
- Students who are absent or tardy are to have a parent or guardian call the attendance office at (335-5550) before 8:00 a.m. to inform school officials of the student’s absence AND reason for it.
- Students who are tardy to school are to immediately report to the high school office or greeters desk upon arrival.
- Any student whose name appears on the “unexcused absence” list is to report to the high school office before first hour on the day they return to school for a re-admit pass.
- Students who must leave the building for medical/dental appointments during the school day must have written parental permission and present this permission to the school office and sign-out before leaving the building. Those students who become ill during the day will need parental/guardian permission before signing out in the office.

### **ANTICIPATED ABSENCES**

Anticipated absences will require students to bring a note from their parent or guardian to the office at least two days prior to the scheduled absences. **Students must inform teachers of the anticipated absence. All assignments are the responsibility of the student.** Anticipated absences are allowed for the following reasons: family trips and vacations, college visitations, driving tests, pressing personal business, and deer hunting. Any student **NOT** following the above procedure will be marked unexcused for that day.